COUNTY BY NAME (QCTY)

The County by Name Inquiry (QCTY) window enables you to obtain the county code and name used by the SAM II system. This window lists the county name, county code, state, the effective and expiration date of the county entry, and the short and long descriptions that identifies the county.

Step 1 To access the QCTY, use the GO TO icon. Type QCTY in the text box below the Code column header. Select Open**.**

Step 2 Select **DISPLAY: BROWSE DATA** to display county information.

Step 3 Let's look at the fields to gain an understanding of each.

COUNTY NAME - The name of the county is displayed

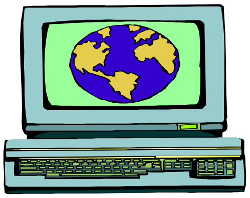
COUNTY CODE - The three-digit numerical code associated with the county is displayed.

STATE - The state associated with the county is displayed.

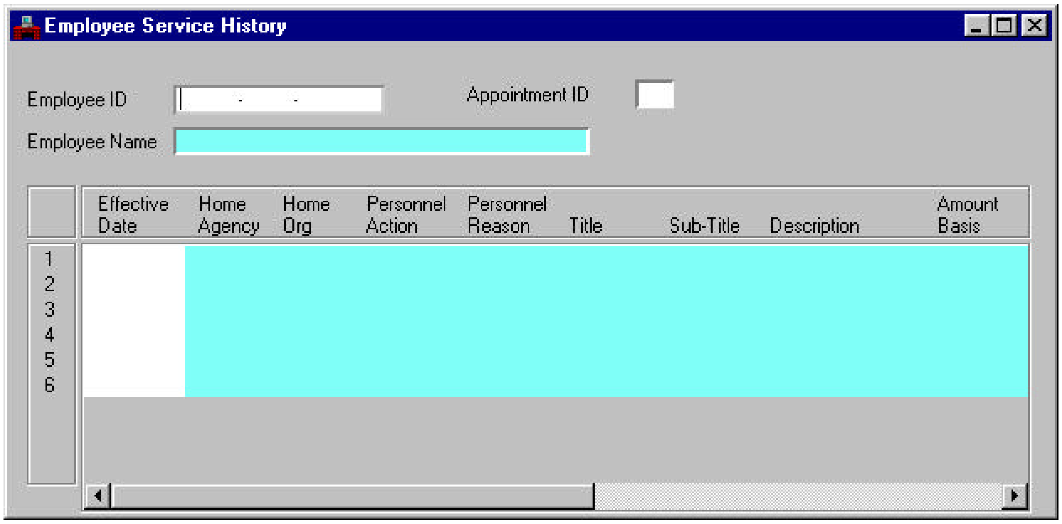
COUNTRY CODE - The country associated with the state is displayed.

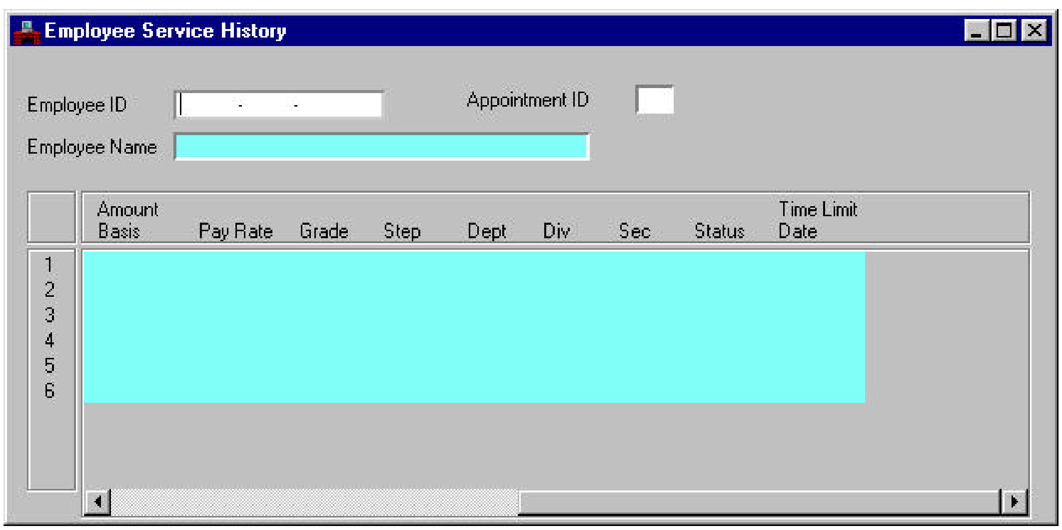
EFFECTIVE DATE - The date that the code for that county becomes valid is displayed.

EXPIRATION DATE - The date for which the code is no longer valid is displayed.



EMPLOYEE SERVICE HISTORY (QEHS)





EMPLOYEE SERVICE HISTORY (QEHS)

The Employee Service History Inquiry will provide a summary listing of all of an employee's records associated with changes in their employment status since their original appointment date with the state. Access to this window will be determined by security and will be very limited. This window will list a history of Personnel Transaction Records (PTR) prior to the use of the SAM II HR/Payroll System as well as Employment Status Maintenance Transaction records (ESMT).

Step 1 To access the QEHS, use the GO TO icon. Type QEHS in the text box below the Code column header. Select Open**.**

Step 2 Populate the following field to narrow your search on the QEHS window.

EMPLOYEE ID - Required. Enter the employee's identification number.

APPOINTMENT ID – Optional. Enter the employee's Appointment ID, if applicable. Enter ***M*** for MESH data (pre-SAM II).

Select **DISPLAY: BROWSE DATA** to display employee information.

Step 3 Let's look at the fields to gain an understanding of each.

EMPLOYEE NAME – Displays the employee's name.

EFFECTIVE DATE – Displays the date in which the information became effective.

HOME AGENCY – Displays the employee's home agency, for each transaction record (post SAM II use).

HOME ORG – Displays the employee's home Organization, for each transaction record (post SAM II use).

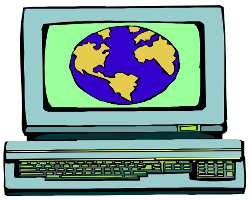
PERSONNEL ACTION – Displays the code for the personnel action associated with each transaction record.

PERSONNEL REASON – Displays the code for the personnel reason associated with each transaction record.

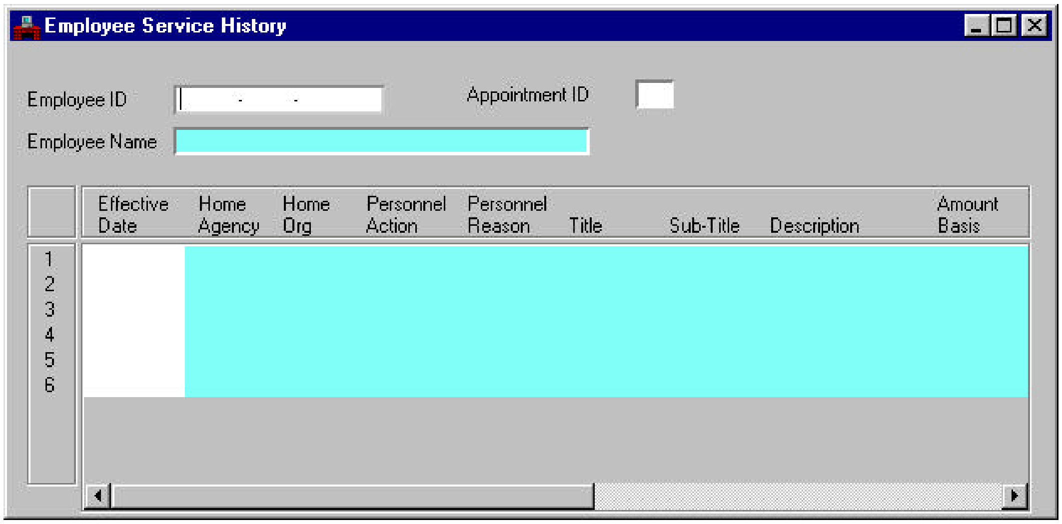
TITLE – Displays the code indicating the employee's Title, for each transaction record.

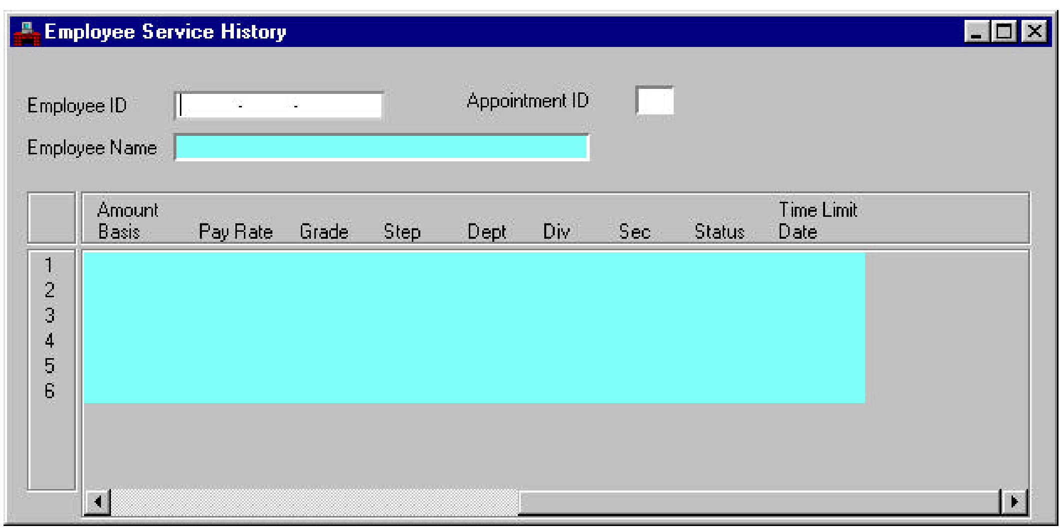
SUB-TITLE – Displays the code indicating the employee's Sub-title, for each transaction record.

DESCRIPTION – Displays a short description of the employee's title, for each transaction record.



EMPLOYEE SERVICE HISTORY (QEHS)





EMPLOYEE SERVICE HISTORY (QEHS)

Let's continue to review the fields of this report.

AMOUNT BASIS – Displays the amount basis the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

PAY RATE – Displays the employee's pay rate, for each transaction record.

GRADE – Displays the employee's pay grade record (grid and range), for each transaction record.

STEP – Displays the employee's pay step, for each transaction record.

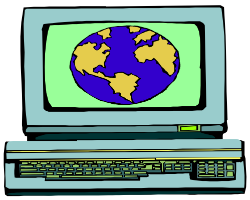
DEPT – Displays the employee's Department, for each transaction record (prior SAM II use).

DIV – Displays the employee's Division, for each transaction record (prior SAM II use).

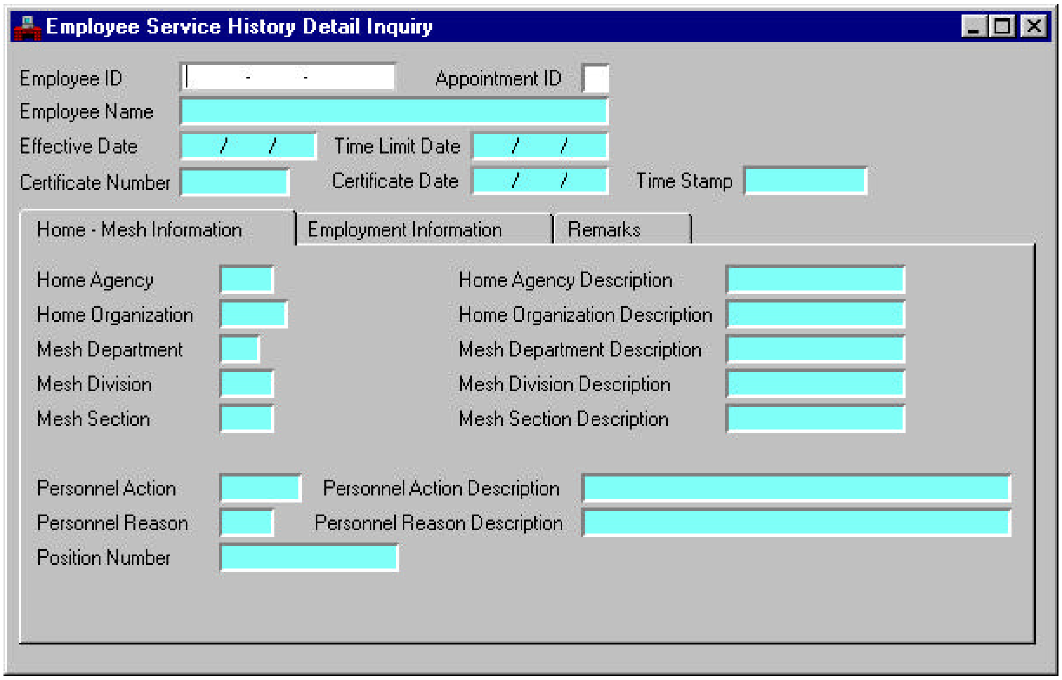
SEC – Displays the employee's section, for each transaction record (prior SAM II use).

STATUS – Displays the employee's employment status, for each transaction record.

TIME LIMIT DATE – Displays the time limit control date for each transaction record, if applicable.



EMPLOYEE SERVICE HISTORY DETAIL (QEHD)



EMPLOYEE SERVICE HISTORY DETAIL (QEHD)

The Employee Service History Detail Inquiry will provide a detailed listing for each record of an employee's service history.

Step 1 To access the QEHD, use the GO TO icon. Type QEHD in the text box below the Code column header. Select Open**.**

Step 2 Populate the following field to narrow your search on the QEHD window.

EMPLOYEE ID - Required. Enter the employee's identification number.

APPOINTMENT ID - Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment. Enter ***M*** for MESH data (Pre-SAM II).

Select **DISPLAY: BROWSE DATA** to display employee information.

Step 3 Let's look at the fields to gain an understanding of each.

EMPLOYEE NAME – Displays the employee's name.

EFFECTIVE DATE – Displays the date that the information became effective.

TIME LIMIT DATE - Displays the employee's time limit control date for the transaction record, if applicable.

CERTIFICATE NUMBER – Displays the number of the certificate that an employee is on when hired or promoted in a merit agency.

CERTIFICATE DATE – Displays the date (*mm/dd/yy*) of the certificate that an employee is on when hired or promoted in a merit agency.

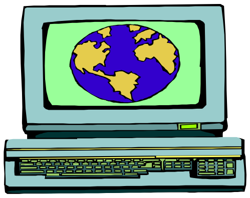
TIME STAMP – Displays the time the information was entered into the system.

<u>**HOME – MESH INFORMATION**</u>

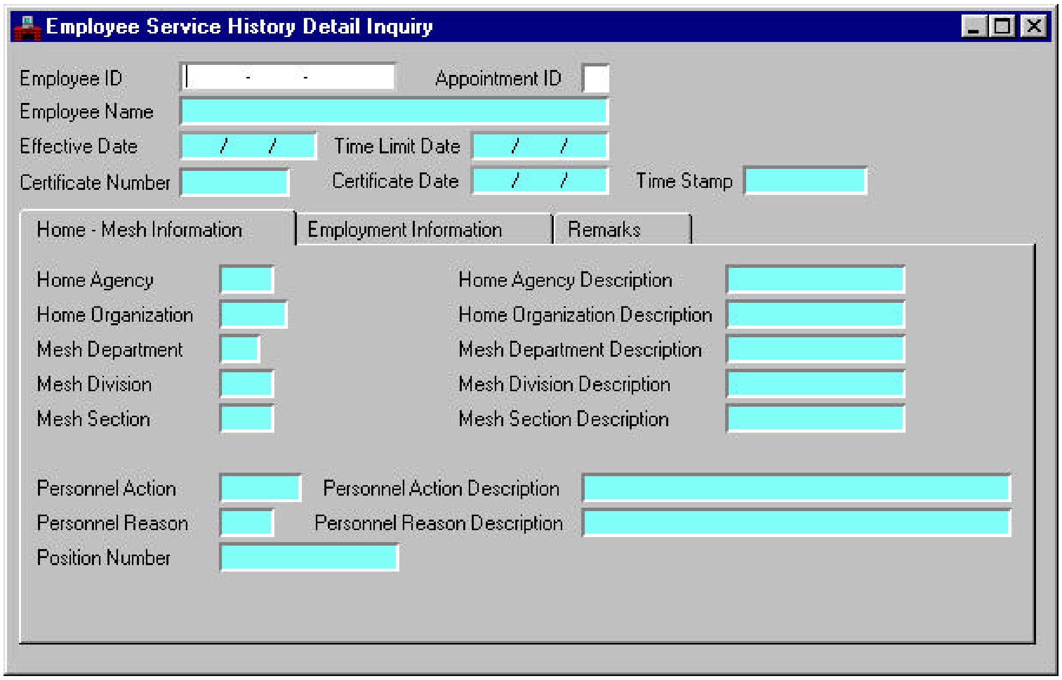
HOME AGENCY/DESCRIPTION – Displays the employee's home Agency code as well as a short description (post SAM II use).

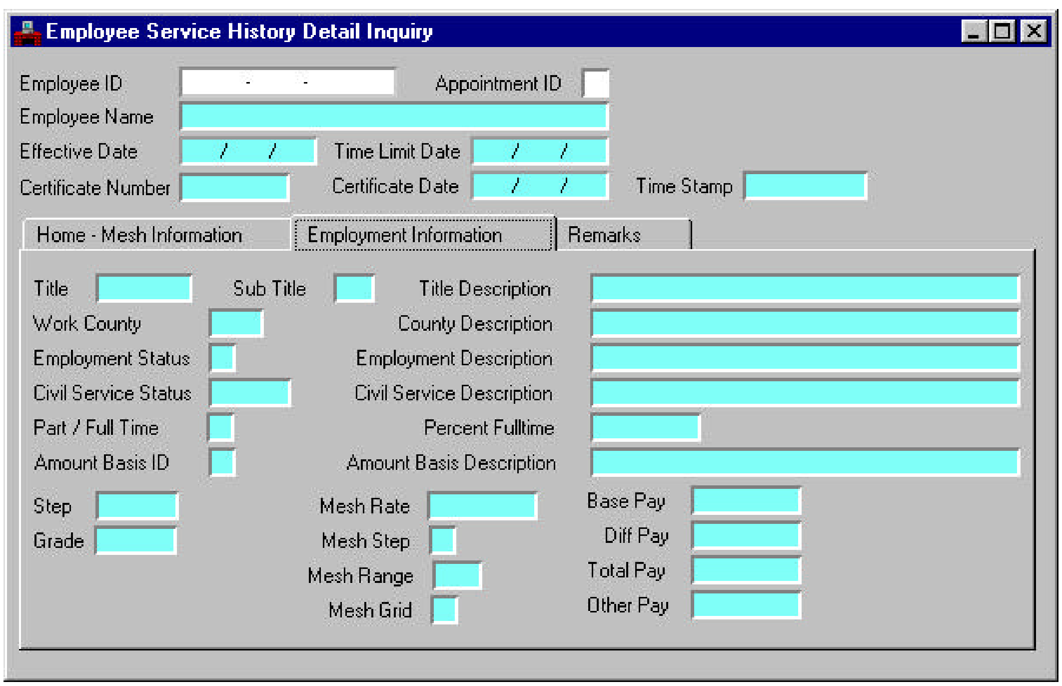
HOME ORGANIZATION/DESCRIPTION – Displays the employee's home Organization code as well as a short description (post SAM II use).

MESH DEPARTMENT/DESCRIPTION – Displays the employee's Mesh department as well as a short description (pre-SAM II use).



EMPLOYEE SERVICE HISTORY DETAIL (QEHD)





EMPLOYEE SERVICE HISTORY DETAIL (QEHD)

Let’s continue to review the fields on this window.

MESH DIVISION/DESCRIPTION – Displays the employee’s Mesh division as well as a short description (pre-SAM II use).

MESH SECTION/DESCRIPTION – Displays the employee’s Mesh section as well as a short description (pre-SAM II use).

PERSONNEL ACTION/DESCRIPTION – Displays the code and short description for the personnel action associated with the transaction record.

PERSONNEL REASON/DESCRIPTION – Displays the code and short description for the personnel reason associated with the transaction record.

POSITION NUMBER – Displays the employee’s position number.

EMPLOYMENT INFORMATION

TITLE/DESCRIPTION – Displays the code indicating the employee’s Title as well as a Title description.

SUB-TITLE – Displays the code indicating the employee’s Sub-Title.

WORK COUNTY/DESCRIPTION – Displays the code indicating the employee’s work county as well as the county description.

EMPLOYMENT STATUS/DESCRIPTION – Displays the code and short description indicating the employee’s employment status.

CIVIL SERVICE STATUS/DESCRIPTION – Displays the code and short description indicating the employee’s civil service status.

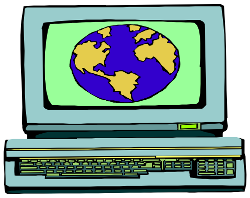
PART/FULL TIME – Indicates whether or not this is a full or part-time employee.

PERCENT FULLTIME – Displays the percentage of full-time that the employee works.

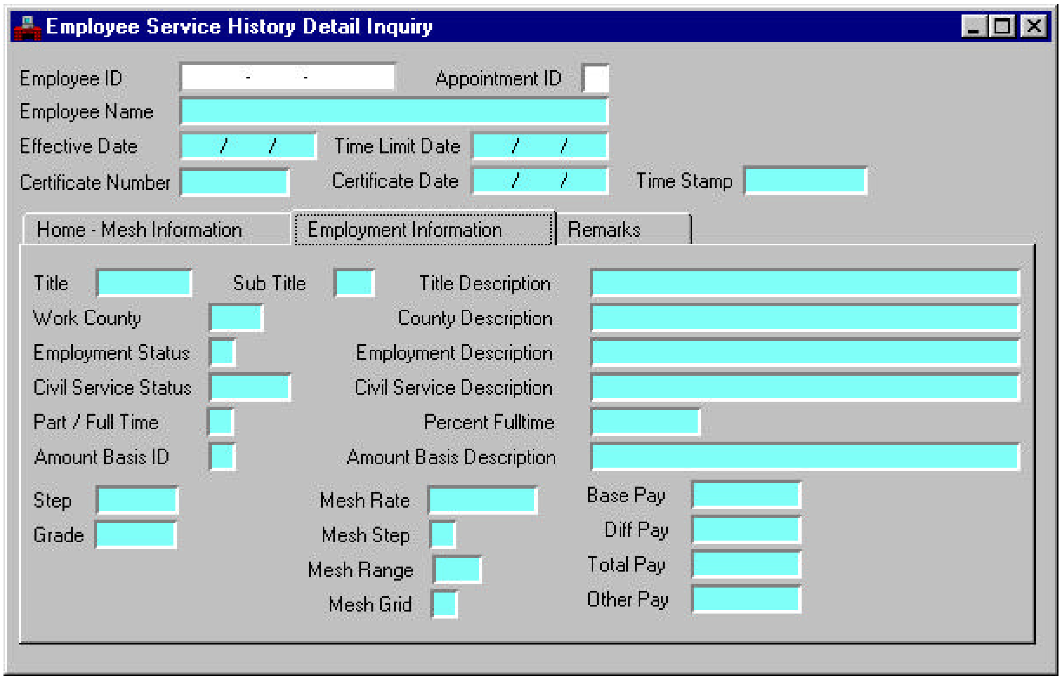
AMOUNT BASIS ID/DESCRIPTION – Displays the amount basis code and description the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

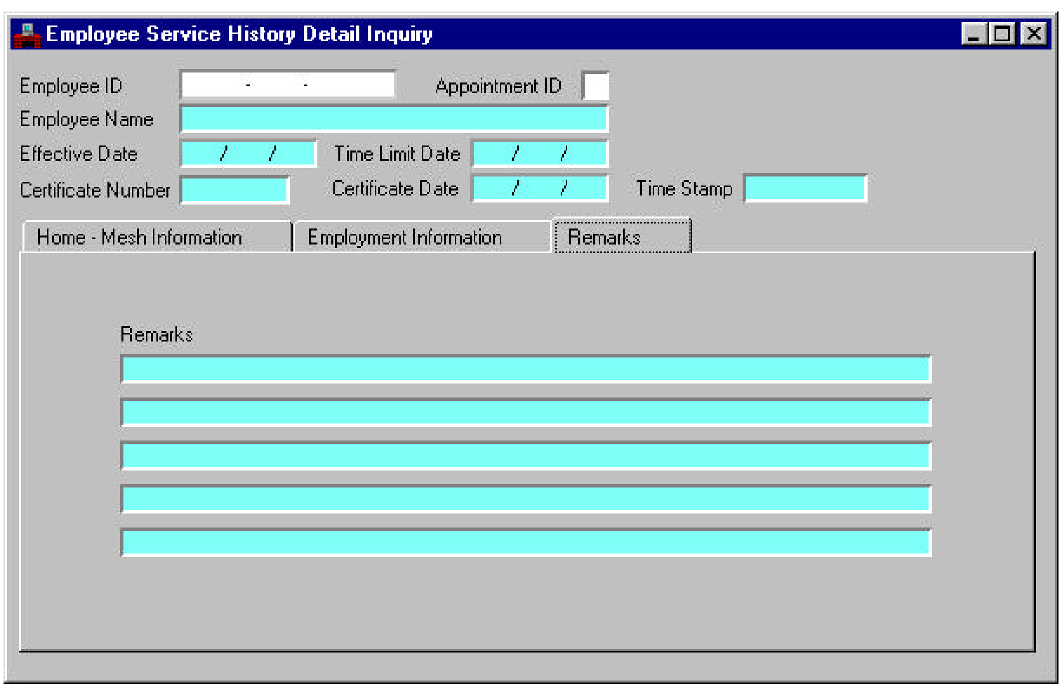
STEP – Displays the employee’s pay step (post SAM II use).

GRADE – Displays the employee’s pay grade (grid and step) (post SAM II use).



EMPLOYEE SERVICE HISTORY DETAIL (QEHD)





EMPLOYEE SERVICE HISTORY DETAIL (QEHD)

Let’s continue to review the fields of this window.

MESH RATE – Displays the employee’s Mesh rate of pay (prior SAM II use).

MESH STEP - Displays the employee’s Mesh pay step (prior SAM II use).

MESH RANGE - Displays the employee’s Mesh pay range (prior SAM II use).

MESH GRID - Displays the employee’s Mesh pay grid (prior SAM II use).

BASE PAY – Displays the employee’s base pay rate.

DIFF PAY – Displays the employee’s differential pay, if any.

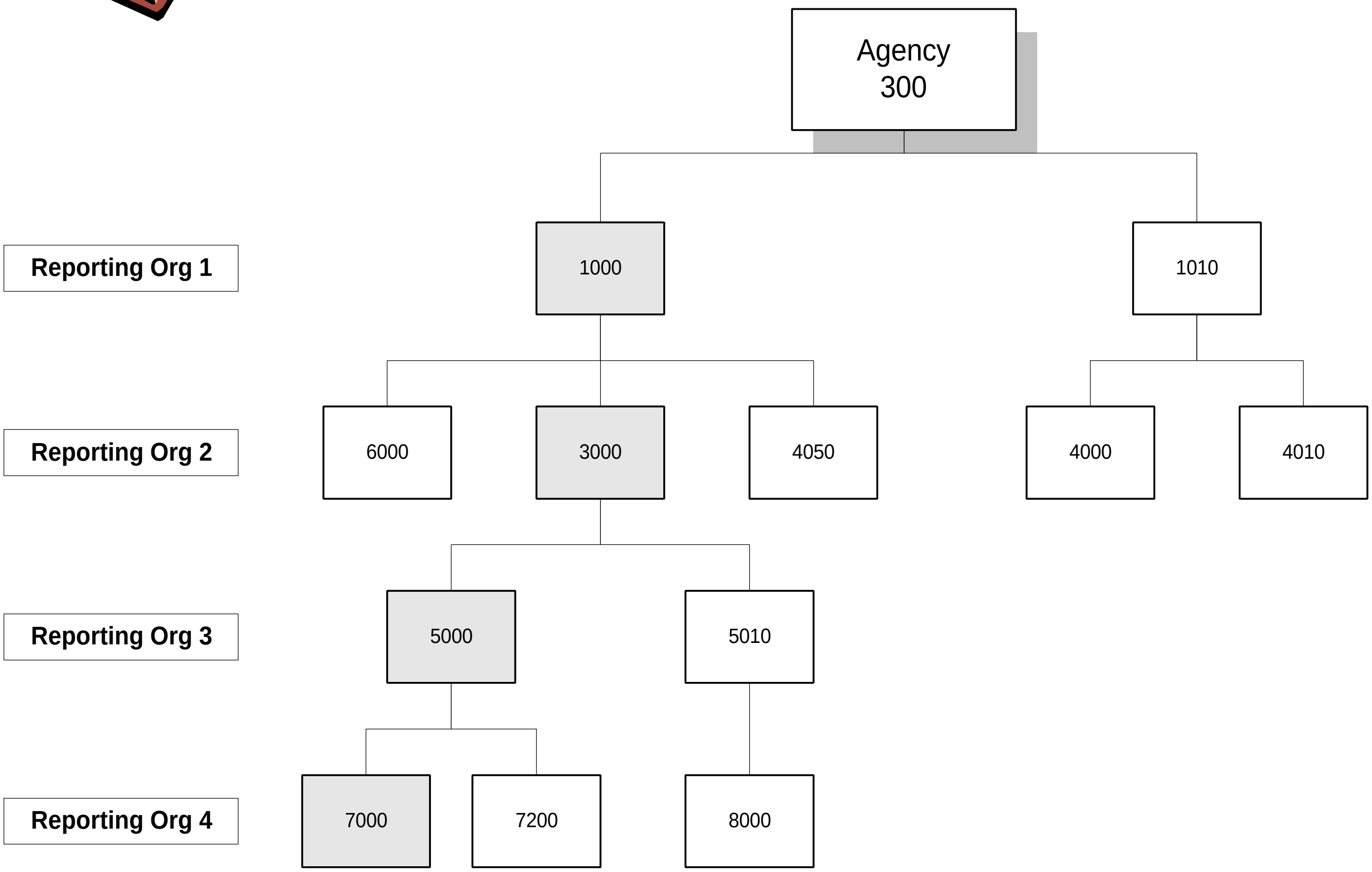
TOTAL PAY – Displays the total of the employee’s base pay and differential pay.

OTHER PAY – Displays any pay amounts received outside of base pay and normal shift differentials (per diem expenses, for example.

<u>REMARKS</u>

REMARKS – Displays any remarks associated with the employee for the dates specified.

Reporting Organization Example



REPORT DISTRIBUTION

The offline reports from the SAM II HR/Payroll System will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site: http://www.state.mo.us/mo/samii/hr/mobius/index.htm

Report Headers

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

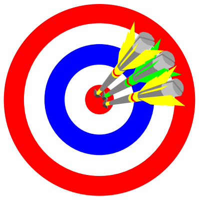
Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

Reporting Organization Structure

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.



ACTIVITY

Here is your opportunity to demonstrate some of the knowledge that you have just attained.

1. **T / F** You are able to Change and Update information in an Inquiry window.

2. If you knew only the name of the individual for whom you needed to obtain some information, which inquiry would you use to obtain that person's ID number? ___________________

3. If you knew only the ID of the individual for whom you needed to obtain some information, which inquiry could you use to obtain that person's name? ___________________

4. Could you use only one of the inquiries to obtain the ethnicity of an employee if you knew only the employee's name? If so, How?

5. Could you use only one of the inquiries to obtain the title of an employee if you knew only the employee's name? If so, how?

6. Could you use only one of the inquiries to find the ID of an employee if you knew only the employee's work location? If so, how?

7. How would you obtain a listing of deleted Employment Status Maintenance transactions?